EUB

Identification Code and Agent Registration

Application Guide for Potential Licensees

September 2000

Alberta Energy and Utilities Board

ALBERTA ENERGY AND UTILITIES BOARD
Guide 67: Identification Code and Agent Registration

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Contents

1. Purpose 1

2. When to Use This Guide 1

3. Identification Code 1
   Licence Eligibility Attributes 2

4. EUB Identification Code Application Process 2
   Identification Code for Administrative Purposes 2
   Identification Code for Acquiring EUB Licences 2
   Amending an Existing Code 3

5. Qualifications and Application Requirements to Obtain an EUB Identification Code to Hold a Licence 3
   Qualifications 3
   Corporate Profile 4
   Insurance 4
   Declaration 5
   Filing Applications 5
   Approval of Applications 5
   Application Help Line 5

6. Agent Registration 6
   Approval of Licence Applications 6

Schedule 1: EUB Identification Code Application—Form 7
   Guide 11

Schedule 2: Agent Registration—Form 15
   Guide 17

1 Purpose

The purpose of this guide is

- to assist parties in preparing an application to acquire an Alberta Energy and Utilities Board (EUB) identification code, and
- to assist non-Alberta resident applicants to designate, discharge, and obtain EUB approval of agents.

2 When to Use This Guide

This guide has two schedules.

- If you are a resident of Alberta and are applying for a new or amended licensee identification code, use Schedule 1: EUB Identification Code Application.
- If you are not a resident of Alberta, you must use both Schedule 1 and Schedule 2: EUB Agent Registration.

3 Identification Code

Section 15.1(1) of the Oil and Gas Conservation Act requires any party applying for an EUB licence to have an identification code issued by the EUB.

On August 28, 2000, the EUB implemented a licence eligibility attribute, which identifies whether the holder of an identification code is eligible to acquire well, pipeline, and/or facility licences.

The EUB will not accept an application to acquire a new licence or transfer an existing licence to an individual or company that does not have an identification code that allows acquisition of the required licence type.

Licence Eligibility Attributes

The EUB has developed the following licence eligibility attributes:

Attribute	Description	Licence eligibility
01	None	Ineligible to acquire or hold any licence, but valid for administrative purposes
02	Any	Eligible to acquire or hold any type of licence
03	Farm gas/water well	Eligible to hold only a farm gas well licence acquired prior to July 1, 1996, and/or a farm water well licence
04	Domestic gas well	Eligible to hold only a domestic gas well licence acquired after July 1, 1996
05	Mineral exploration well	Eligible to hold only a mineral exploration well licence

4 EUB Identification Code Application Process

If you conduct business with the EUB on an ongoing basis, you are required to have an identification code. The EUB uses two distinct processes for issuing new identification codes:

- an expedited process, for those requiring an identification code for administrative purposes, and
- an application process, for those requiring an identification code that will qualify them to subsequently acquire an EUB licence.

Identification Code for Administrative Purposes

If your proposed activities do **not** include the subsequent acquisition of an EUB licence, you are not required to make a formal application for an identification code.

To obtain an EUB identification code for administrative purposes, contact the Corporate Compliance Group (403) 297-8320.

Parties requesting an identification code for administrative purposes are only required to provide their full legal name, mailing address, business telephone number, and the name of a contact person. The EUB will then provide an identification code telephone in a timely manner.

Identification Code for Acquiring EUB Licences

If your proposed activities include the subsequent acquisition of EUB licences, you must meet the qualifications set out in Section 5 of this guide and submit a completed application.

If you are not a resident of Alberta and are applying for an identification code that will allow you to acquire EUB licences, you must also appoint an agent resident in Alberta qualified to carry out all of your duties and responsibilities as licensee. See Section 5 for details on agent qualifications.

Amending an Existing Code

If you are the holder of an EUB identification code that does not allow the acquisition of licences and you wish to acquire that right, you must meet the qualifications as set out in Section 5 and submit a completed application to amend your licence eligibility attribute.

5 Qualifications and Application Requirements to Obtain an EUB Identification Code to Hold a Licence

Qualifications

As provided for in Section 15.1 of the Oil and Gas Conservation Act and Section 27.1 of the Pipeline Act, approval and issuance of an identification code for licence-holding purposes is contingent on the applicant meeting certain eligibility requirements that are to be set out in the regulations.

The eligibility requirements are as follows:

- If a corporation, the applicant must be
  a) registered, with an active status, under the Business Corporation Act;

  b) incorporated by or under an act of the Legislature, other than the *Business Corporations Act*, and approved by the EUB as a corporation that may acquire or hold a licence;

  c) incorporated under the Bank Act (Canada);

  d) a railway company incorporated under an act of the Parliament of Canada;

  e) registered under the Loan and Trust Corporations Act; or

  f) an insurance company licensed under the Insurance Act.

- The applicant must be a resident of the province of Alberta or must appoint an agent within Alberta in accordance with Section 83 of the Oil and Gas Conservation Act and Section 25 of the Pipeline Act. For these purposes, "resident" means

  a) in the case of a corporation, a corporation that has a corporate presence in Alberta and an established corporate office in Alberta with a functional address, carries on business and perform duties on a daily basis, and has staff who can perform all obligations and duties of a licensee, and

b) in the case of an individual, an individual who has an established residence in Alberta with a functional address and who can perform and are authorized to carry out all obligations and duties of a licensee.

- The applicant must have reasonable and appropriate insurance coverage and submit either a certificate of proof of insurance or a statement of the insurer describing the coverage and the effective date of the insurance.

- The applicant must submit the corporate profile information specified in this guide and sign the declaration on the EUB identification code application form.

- The applicant must pay a $10 000 fee as per Section 17.010(1.1) of the Oil and Gas Conservation Regulations, unless it is waived by the EUB upon application.

A limited partnership may not hold an identification code that allows the acquisition of licences. In addition, a front company, created to provide anonymity to another company by acquiring licences in the front company's name, must meet all requirements and acquire an identification code that permits the holding of EUB licences.

Non-Alberta resident applicants for an identification code must also complete Schedule 1, Part B: EUB Agent Information and submit a fully completed Schedule 2: EUB Agent Registration form.

Corporate Profile

Where the applicant for an identification code is a corporation, you must complete the corporate profile section of Schedule 1. You are to provide the names of individuals filling any of the following positions:

- shareholders with a controlling interest in the firm (>50 per cent holdings)
- directors of the corporation
- chief executive officer
- chief operating officer
- chief financial officer
- president

The EUB may request an updated corporate profile from time to time, which you must provide upon request.

Insurance

As an applicant for an identification code, you must have reasonable and appropriate insurance coverage for operations and facilities related to an EUB licence. As evidence, you must submit either a certificate of proof of insurance or a statement of the insurer describing the coverage, effective date, and termination date of the insurance.

A one-time nonrefundable new licensee fee in the amount of $10 000 (cash or cheque) is required if you are applying for an identification code for the purpose of holding well, facility, and/or pipeline licences. Should your application for an identification code be approved, the EUB will forward the $10 000 fee to the Orphan Fund. If the application is denied, the EUB will return this fee to you.

The fee is not required with an application for an identification code to allow the acquisition of a nonhydrocarbon (mineral) test hole licence or for a licence to be held by a public educational institution, government, municipality, or agent.

If you are applying for an identification code solely to acquire a licence for a domestic gas well or domestic water well, you may apply for a waiver of this requirement.

Declaration

All applicants for an identification code are required to sign the declaration in Schedule 1 to formally acknowledge their responsibilities as an EUB licensee.

If an identification code is being requested by an individual, this declaration is to be signed by the applicant. If an identification code is being requested by a corporation, this declaration is to be signed by one of the corporate officers specified in the corporate profile.

The declaration is intended to ensure that applicants understand and accept their legal and public responsibilities as a licensee and are familiar with their obligations under all applicable provincial acts and regulations.

Filing Applications

Submit one copy of Schedule 1 requesting an identification code to

Alberta Energy and Utilities Board
Corporate Compliance Group
640 – 5 Avenue SW
Calgary AB T2P 3G4

Approval of Applications

If the EUB approves the issuance of an identification code, you will receive a copy of the approved application containing the code assigned, the licence eligibility attribute, and any conditions imposed on the identification code.

Application Help Line

Direct any questions and requests for assistance to the EUB's Corporate Compliance Group (403-297-8320).

Section 83 of the Oil and Gas Conservation Act and Section 25 of the Pipeline Act require licensees residing outside the province of Alberta to appoint an agent resident in Alberta to carry out all duties and responsibilities of the licensee.

Only non-Alberta resident individuals or companies may appoint an agent.

An agent must meet the qualifications set out in Section 5 of this guide and must have applied for and received an identification code before the EUB can approve its appointment as an agent.

The appointment of an agent is ineffective unless approved by the EUB; the EUB may approve or refuse to approve an agent appointment.

If the EUB consents to the appointment or discharge of an agent, both the licensee and agent will receive a copy of the approved agent registration schedule.

An agent is part of the liability chain and will be held accountable should the licensee be unable or unwilling to fulfill its responsibilities.

Note: A potential licensee not resident in Alberta may appoint as its agent an Alberta resident licensee that is qualified to hold licences in its own name. In such situations the Alberta resident licensee retains its current licence eligibility attribute; it does not receive an 01 attribute by consenting to act as an agent for a non-Alberta resident licensee.

Approval of Licence Applications

Any licence applications submitted by an agent on behalf of a licensee will be issued in the name of the licensee.

EUB Alberta Energy and Utilities Board

Guide 67 – Schedule 1

EUB Identification Code Application

Month	Day	Year

Your File Number _____

A. POTENTIAL LICENSEE INFORMATION

Applicant Name _____

Corporate Abbreviated Name _____

Address _____

_____

Telephone _____ Facsimile _____

Contact Person _____ E-mail address _____

Alberta Corporate Access Number _____

B. AGENT INFORMATION (FOR NON-ALBERTA RESIDENT APPLICANTS ONLY)

Agent Appointments: Section 83 of the Oil and Gas Conservation Act and Section 25 of the Pipeline Act require licensees residing outside the Province of Alberta to appoint an agent resident in Alberta to carry out all duties and responsibilities of the licensee. The appointment of an agent under this section is ineffective unless approved by the EUB. To request EUB approval of an agent appointment, both the applicant and the proposed agent must complete Schedule 2: EUB Agent Registration

Agent's Name _____

Address _____

_____

Telephone _____ Facsimile _____

Contact Person _____ E-mail Address _____

Agent's EUB Identification Code _____

C. IDENTIFICATION CODE REQUIREMENT

☐ Application for a New EUB Identification Code

☐ Amendment of a Licence Eligibility Attribute

Current EUB Identification Code _____

☐ Corporate Profile Amendment

(continued)

D. IDENTIFICATION CODE PURPOSE AND APPLICATION REQUIREMENTS

☐ **Well, Facility, and/or Pipeline Licences** (Code 02, acquire any type of licence)

- ☐ Corporate Profile
- ☐ Insurance
- ☐ Licence Fee $10 000

☐ **Nonhydrocarbon (Mineral) Exploration Test Hole Licences** (Code 05, acquire only a mineral exploration well licence)

- ☐ Corporate Profile
- ☐ Insurance

☐ **Public Educational Institution, Government, and Municipality Licences** (Code 02, acquire any type of licence)

- ☐ Corporate Profile
- ☐ Insurance

☐ **Agent** (Code 01, Ineligible to acquire any licence)

- ☐ Corporate Profile
- ☐ Insurance

☐ **Domestic Gas Well Licence** or (Code 03, acquire only a domestic gas well licence)

☐ **Water Well Licence (using an existing oil or gas wellbore)** (Code 04, acquire only a water well licence)

Declaration and Waiver: I hereby apply for a waiver of the $10 000 first-time licensee fee and declare that production is for domestic use only, is for use outside of the oil and gas industry, and will not be resold. I further understand that if a licence is issued to me, I will be required to place an Abandonment Trust Deposit in an amount specified by the EUB.

Signature _____

☐ **Farm Water Well (proposed new well)**

Declaration and Waiver: I hereby apply for a waiver of the $10 000 first-time licensee fee and the requirement to place an Abandonment Trust Deposit. I declare that production is for domestic use only, is for use outside of the oil and gas industry, and will not be resold.

Signature _____

(continued)

E. CORPORATE PROFILE

Shareholder having controlling interest _____

Directors of the corporation

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

Corporate Officers

Chief Executive Officer _____
Chief Operating Officer _____
Chief Financial Officer _____
President _____

F. DECLARATION OF APPLICANT

I, _____ (signatory's name), of _____ (city/location)

in the Province of _____ (province name) as _____ (job title)

declare that:

1) The information here and in all supporting documentation is complete and accurate.

2) I am aware of, and have the authority and responsibility to ensure compliance with, the requirements imposed by the statutes and regulations of the Province of Alberta, and the guides, interim directives, and informational letters issued by the Alberta Energy and Utilities Board that are pertinent to EUB licence holders.

Name (printed) _____
Position _____
Signature _____

G. EUB USE ONLY

The EUB hereby approves the Identification Code application as submitted subject to the attached conditions (if any).

Approved by _____ Identification Code Assigned _____
Title _____ Licence Eligibility Attribute _____
Date _____

Schedule 1: EUB Identification Code Application—Guide

When to Use Schedule 1

You must file Schedule 1 if you are applying for an EUB identification code to be eligible to acquire and hold any EUB licence.

Date

Enter the date on which you will submit this application to the EUB.

Your File Number (Optional)

Enter your own file number if desired.

A. Potential Licensee Information

Applicant Name

Enter your full legal name.

Corporate Abbreviated Name (Optional)

If desired, enter the abbreviated corporate name. This name must be no greater than 13 characters and will be used for well-naming purposes.

Address

Enter your full mailing address.

Telephone and Facsimile Numbers

Enter your business telephone number and facsimile number (including area codes).

Contact Person

Enter the name of the person responsible for your EUB Identification Code Application. Be aware that when you authorize the contact person to act on your behalf, the EUB will consider the actions and decisions of this individual to be your actions and decisions.

The EUB considers the scope of the contact person's responsibilities to include

- ensuring your compliance with EUB Identification Code Application requirements,
- addressing EUB queries on all aspects of your EUB Identification Code Application, and
- responding to any EUB audits of your EUB Identification Code Application and licensing activities.

Alberta Corporate Access Number

If applicant is a corporation, enter your Alberta Corporate Access Number.

B. Agent Information (for non-Alberta resident applicants only)

Agent's Name

Enter the agent's full legal name.

Address

Enter the agent's full mailing address.

Telephone and Facsimile Number

Enter the agent's business telephone number and facsimile number (including area codes).

Contact Person

Enter the name of the agent's contact person.

Agent's EUB Identification Code

Enter the agent's EUB identification code. To be eligible for appointment, an agent must have a valid EUB identification code.

Should the agent not have an EUB identification code, the EUB Identification Code Application will be returned to the applicant until either

- the agent acquires an EUB identification code, or
- another agent having an EUB code is appointed.

The appointment of an agent must be requested by submitting a completed Schedule 2: EUB Agent Registration form.

C. Identification Code Requirement

Application for a New EUB Identification Code

Check this box if you are applying to acquire an EUB identification code for the first time.

Amendment of a Licence Eligibility Attribute

Check this box if you are applying to amend the licence eligibility attribute of an existing EUB identification code. The amendment can be to change the current identification code

- from one that does not allow the holding of licences to one that does, or
- from one that restricts the type of licence that can be held to one that does not.

Current EUB Identification Code

Enter your current EUB identification code.

Corporate Profile Amendment

Check this box if you are applying to amend your corporate profile.

The EUB may request an updated corporate profile from time to time, which you must provide upon request.

D. Identification Code Purpose and Application Requirements

Well, Facility, and/or Pipeline Licences

Check this box if you are applying for an identification code to allow the subsequent acquisition of well, facility, and/or pipeline licences.

If so, you must include a corporate profile, proof of insurance, and the first-time licence fee of $10 000 with your application. Check the appropriate boxes to indicate that you are including each of these.

Nonhydrocarbon (Mineral) Exploration Test Hole Licences

Check this box if you are applying for an identification code to allow the subsequent acquisition of nonhydrocarbon test hole licences only.

If so, you must include a corporate profile and proof of insurance with your application. (No fee is required.) Check the appropriate boxes to indicate that you are including each of these.

Public Educational Institution, Government, and Municipality Licences

Check this box if you are applying for an identification code to allow the subsequent acquisition of licences by a public educational institution, a government agency, or an Alberta municipality.

If so, you must include a corporate profile and proof of insurance with your application. (No fee is required.) Check the appropriate boxes to indicate that you are including each of these.

Agent

Check this box if you are applying for an identification code to enable a subsequent registration as an agent for a non-Alberta resident individual or company.

If so, you must include a corporate profile and proof of insurance with your application. (No fee is required.) Check the appropriate boxes to indicate that you are including each of these.

Domestic Gas Well Licence or Water Well Licence (using an existing oil or gas wellbore)

Check the appropriate box if you are applying for an identification code to allow the subsequent acquisition of a domestic gas well licence or a water well licence using an existing oil or gas wellbore.

The EUB will waive the first-time licensee fee of $10 000 if you sign the declaration accepting restrictions placed on domestic gas and/or water production and the requirement to place an abandonment deposit in an amount specified by the EUB.

Farm Water Well Licence (proposed new well)

Check this box if you are applying for an identification code to allow the subsequent acquisition of a farm water well licence for proposed new water well.

The EUB will waive the first-time licensee fee of $10 000 and the requirement to place an abandonment deposit if you sign the declaration confirming that the proposed well will meet the stated requirements.

E. Corporate Profile

If the applicant is a corporation, enter the full legal names of the persons filling any of the listed positions.

F. Declaration of Applicant

Enter your name, city/location, and province in the spaces provided.

If the applicant is a company, enter the full corporate name and the title of the person signing the declaration. For companies, this declaration must be signed by one of the corporate officers specified in the corporate profile (Section E).

G. EUB Use Only

When the EUB is prepared to approve an application for an identification code, it will complete this section, providing the identification code assigned to the applicant and the licence eligibility attribute, and send the approved application to the applicant.

EUB Alberta Energy and Utilities Board

Guide 67 – Schedule 2

EUB Agent Registration

A. AGENT APPOINTMENT

Month Day Year

Your File Number _____

In accordance with Section 83 of the Oil and Gas Conservation Act and/or Section 25 of the Pipeline Act, the applicant, _____, hereby appoints _____ as its registered agent in the Province of Alberta to carry out its duties and responsibilities under the Oil and Gas Conservation Act and Regulations and/or the Pipeline Act and Regulations. The applicant acknowledges that this appointment of an agent does not relieve the applicant of any duty or responsibility under the Oil and Gas Conservation Act and Regulations and/or the Pipeline Act and Regulations.

Name (printed) _____ **Position** _____

Signature _____

B. AGENT ACCEPTANCE

Month Day Year

Your File Number _____

The agent, _____, hereby accepts this appointment and acknowledges responsibility to comply with all duties and responsibilities of the appointing licensee under the Oil and Gas Conservation Act and Regulations and/or the Pipeline Act and Regulations should the licensee not comply.

Name (printed) _____ **Position** _____

Signature _____

EUB USE ONLY

Date _____

Approved by _____

Title _____

Alberta Energy and Utilities Board

C. DISCHARGE OF AGENT

Month Day Year

Your File Number _____

The Licensee, _____, hereby discharges _____ as its registered agent in the Province of Alberta under the Oil and Gas Conservation Act and/or the Pipeline Act.

Name (printed) _____ **Position** _____

Signature _____

EUB USE ONLY

Date _____

Approved by _____

Title _____

Alberta Energy and Utilities Board

Schedule 2: EUB Agent Registration—Guide

When to Use Schedule 2

If you are not a resident of Alberta and are applying for an EUB identification code, you must file Schedule 2 along with Schedule 1 of *Guide 67*.

A. Agent Appointment

Date

Enter the date on which the appointment of the agent was made.

Your File Number (Optional)

Enter your own file number if desired.

Appointment

Enter the full legal name of both the applicant and the proposed agent.

Name, Position, Signature

Enter the name and position of the person signing the appointment.

If the applicant is a company, a senior corporate officer must sign this declaration.

B. Agent Acceptance

Date

Enter the date on which the agent accepted the appointment.

Your File Number (Optional)

Enter your own file number if desired.

Acceptance

Enter the full legal name of the agent.

Name, Position, Signature

Enter the name and position of the person accepting the appointment and signing the form.

If the applicant is a company, a senior corporate officer must sign this declaration.

C. Discharge of Agent

Date

Enter the date on which you discharged the agent.

Your File Number (Optional)

Enter your own file number if desired.

Discharge

Enter the full legal name of the licensee and the agent.

Name, Position, Signature

Enter the name and position of the person signing the form.

If the applicant is a company, a senior corporate officer must sign this declaration.